

TRUST TRANSACTION CHECKLISTS

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NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

☐ Categorical Exclusion*

- Must Meet at Least One Criterion under 516 DM
 - Yes – Stop Here.
 - No – Move to Environmental Assessment

☐ Environmental Assessment*

Required Sections:

- Purpose and Need of Action/Project
- Proposed Action/Project and Alternatives
- Existing Environmental
- Potential Impacts to Environment as Result of Action/Project, and Mitigation
- Conclusions, References, and Applicable Ancillary Requirements
- Possible Finding:
 - Finding of No Significant Impact (FONSI), or
 - Environmental Impact Statement Required

☐ Environmental Impact Statement*

**Other Compliance Requirements Include §7 of the Endangered Species Act, and §106 of the National Historic Preservation Act.*

GRAZING PERMIT

- ☐ Tribal Resolution
- ☐ NEPA Document
- ☐ Section 106. Request for Comment & Concurrence
- ☐ Appraisal
- ☐ Carrying Capacity
- ☐ Advertised, Negotiated, or Allocated grazing units awarded
- ☐ Permit Requirements may include:
 - Authorized User
 - Conservation Plan
 - Prohibition against Nuisance, Illegal Use, or Wasting Resources
 - Numbers and Types of Livestock Allowed
 - Season of Use
 - Grazing Rental Amount, Payment Schedule, and Late Payment Interest and Penalties
 - Administrative Fees
 - Payment Method
 - Range Unit Number/Name
 - Animal Identification Requirements
 - Legal Description of Permitted Area
 - Permit Term (beginning and ending dates)
 - Conditions for Improvement
 - BIA Right of Entry for Compliance Inspection and Enforcement
 - Provision Concerning the Applicability of Tribal Jurisdiction
 - Provision Explaining How Trespass Proceeds are Distributed
 - Provision for the Permittee to Indemnify the US and Indian Landowners Against All Liabilities
 - Include Land Schedule
 - Include Conservation Plan
 - Include Range Control Stipulations
 - Corporate or Individual Security (if applicable)
- ☐ Bill for Collection Prepared and Approved by PRO
- ☐ Permit Submitted to PRO for Signature in Quadruplicate
- ☐ Grazing Permit Filed and Maintained
- ☐ PRO or Tribe will Inspect Periodically for Compliance on Approved Permits

APPRAISALS

- ☐ Transmittal Letter to Pacific Regional Office
- ☐ Written Request from Landowner
- ☐ Original Appraisal Report

DEED OF TRUST

- ☐ Transmittal Letter to Pacific Regional Office
- ☐ Triplicate Transmittal Form for LTRO (optional)
- ☐ LTRO Checklist Form
- ☐ Title Status Report
- ☐ Credit Application
- ☐ Short Form Deed of Trust
- ☐ Promissory Note
- ☐ Credit Report
- ☐ Other Relevant Documents from Credit Program (optional)
- ☐ Government Plat

FEE-TO-TRUST LAND ACQUISITION APPLICATIONS

Project Name: _____

Acquisition:

APN: _____

☐ Individual

☐ Tribal

Proposed Acres: _____

☐ **REQUEST LETTER/APPLICATION**

Include:

- ☐ Citation of Statutory Authority for Land Acquisition
- ☐ Description of Land (terrain, existing improvements and occupants, legal access, etc.)
- ☐ Identification of Need for Additional Land, and Proposed Use(s)
- ☐ Adverse Impacts on State
 - Impacts on State and its Political Subdivisions
 - Possible Jurisdictional Problems/Conflicts
 - Planned Mitigation Actions
- ☐ Potential Impact on BIA Provided Services, or Additional Services Needed

Application must be Consistent with 25 CFR 151.3

☐ **TRIBAL RESOLUTION**

☐ **NOTARIZED PROPOSED GRANT DEED TO USA**

☐ **PURCHASE OR EXCHANGE AGREEMENTS** (if applicable)

☐ **ALTA TITLE COMMITMENT**

☐ **APPRAISAL REPORT** (if available)

☐ **ENVIRONMENTAL COMPLIANCE**

Category #1 – NEPA Compliance

- ☐ Categorical Exclusion (CatEx), or
- ☐ Environmental Assessment, or
 - FONSI, or
 - Mitigation
- ☐ Environmental Impact Statement

Category #2 – Phase 1. Contaminant Survey (602 DM 2)

- ☐ Survey

☐ **Section 106. Request for Comment & Concurrence**

GIFT DEED

- ☐ Transmittal Letter
- ☐ Land Titles and Records Office Checklist Form
- ☐ Title Status Report (TSR)
- ☐ Application for Gift Deed of Indian Land
- ☐ Waiver of Estimate of Value Requirement
- ☐ Deed to Restricted Indian Land
 - Regular Form
 - Special Form
- ☐ Certification of Land Description
- ☐ Conveyance Plat
- ☐ Government Plat
- ☐ Other Documents:
 - _____
 - _____
 - _____

AGRICULTURAL LEASE

- ☐ Transmittal Letter
- ☐ Recording Request to Land Titles and Records (LTRO) Office (in Triplicate)
- ☐ LTRO Checklist
- ☐ Title Status Report (TSR) or completed Form of TSR Request
- ☐ Application for Lease
- ☐ Lease Agreement with Certified Land Description
- ☐ Certified Map
- ☐ Tribal Resolution (for Tribal Lease only)
- ☐ NEPA Document
- ☐ Section 106. Request for Comment & Concurrence
- ☐ Land Use Stipulations or Conservation Plans
- ☐ Fair Market Value
- ☐ Surety (Rental Bond, if applicable)
- ☐ Certificate of Insurance (if applicable)
- ☐ Lease Fee Documentation
- ☐ Rental Payment Documentation

BUSINESS LEASE

- ☐ Transmittal Letter
- ☐ Lease
 - Also include where applicable:*
 - Modifications/Supplemental Agreements
 - Special Transactions
- ☐ Appraisal
- ☐ Title Status Report
- ☐ Tribal Resolution (for Tribal Lands)
- ☐ Specific Documents Required depending on Identity of Lessee:
 - Corporations
 - Articles of Incorporation
 - Certificate of Good Standing
 - Evidence of Authority to Sign
 - Limited Liability Companies
 - Articles of Organization or Certificate of Formation
 - Evidence of Authority to Sign
 - Partnerships and Joint Ventures
 - Partnership Agreement
 - Evidence of Authority to Sign
- For New Construction:*
- ☐ Environmental Compliance
 - NEPA Documentation
 - Section 106. Request for Comment & Concurrence
- ☐ Survey(s)

RESIDENTIAL LEASE

- ☐ Transmittal Letter addressed to PRO Director, made to the attention of the Branch Chief of Realty
- ☐ Triplicate form for recording request to Land Titles and Records Office (LTRO)
- ☐ LTRO Checklist
- ☐ Title Status Report (TSR) or completed form for TSR request
- ☐ Lease Application form (consent of landowner(s) required for allotment lease)
- ☐ Lease agreement with Certified Land Description
- ☐ Certified Plat of Location and Dimensions of Lease Area
- ☐ Tribal Resolution (for Tribal Trust Lease only)
- ☐ NEPA Documents
- ☐ Section 106. Request for Comment & Concurrence
- ☐ Appraisal (if available)

LEASEHOLD MORTGAGE

- ☐ Transmittal Letter to Pacific Regional Office
- ☐ Triplicate Transmittal Form for LTRO
- ☐ LTRO Checklist Form
- ☐ Title Status Report
- ☐ Credit Application
- ☐ Leasehold Mortgage Form
- ☐ Promissory Note
- ☐ Credit Report
- ☐ Other Relevant Documents from Credit Program (optional)
- ☐ Government Plat

PARTITION

- ☐ Transmittal Letter
- ☐ Landowner(s) Request
- ☐ Petition for Partition
- ☐ Supporting Documents
- ☐ Appraisal Reports
- ☐ Title Status Report
 - Record of Survey
 - Supplemental Plat
- ☐ Certificate of Indebtedness
- ☐ Conveyance Documents
 - Deed of Restricted Indian Land Special Form
 - Deed of Restricted Indian Land
 - Trust Patent*
 - Fee Patent*

**Partition requiring the issuance of Trust Patent or Fee Patent must include the following steps with BLM*
- ☐ Draft Letter prepared for the Regional Director's signature addressed to the Director, BLM advising: (optional)
 - Application is approved
 - Trust Patent to be issued to the applicant
 - Patent in fee to be issued to the applicant
 - Specific instructions regarding any reservations and conditions to be included
 - Mineral
 - Rights of Way
 - Irrigation Liens
- ☐ Recording and Delivery of Patent
 - Letter to Applicant advising:
 - Land is taxable
 - Fee Patent must be recorded within County Records

PATENTS IN FEE, CERTIFICATES OF COMPETENCY, AND REMOVAL OF RESTRICTIONS

- ☐ Application for Patent in Fee by Adult Indian Owner(s)
- ☐ Tribal or Indian Approval
- ☐ Certificate of Competency
- ☐ Title Status Report
- ☐ Map/Plat
 - If within an Irrigation Project;
 - Statement of Construction Costs
 - Statement of Maintenance and Operation Costs
- ☐ Certificate of Indebtedness
- ☐ Letter prepared for Regional Director's signature addressed to the Director, Bureau of Land Management advising:
 - Application is approved
 - Patent in fee to be issued to the applicant
 - Specific instructions regarding any reservations and conditions to be included in patent:
 - Minerals
 - Rights of Way
 - Irrigation Liens
- ☐ Recording and Delivery of Patent
 - Letter to Applicant advising:
 - Land is taxable
 - Fee Patent must be recorded within County Records

PROBATE

Unofficial Notice of Death

- ☐ DC form completed and sent Date: _____
- ☐ Decedent owns no trust or restricted property
- ☐ Copy of obituary notice from newspaper
- ☐ Church or court record verifying death
- ☐ Affidavit of death from tribe or person who knows about the decedent's death

Official Notice of Death

- ☐ Certified Death Certificate

Certified BIA Inventory of Trust Interests

- ☐ Tribal Written Verification of Accuracy

Will(s) and/or Codicils

- ☐ Original
- ☐ Certified Copy
- ☐ None

OHA-7 Form

- ☐ Decedent Information
- ☐ Probable Heirs
- ☐ Address

Supporting Documents (Check all Attached)

- ☐ Birth Certificate of decedent
- ☐ Marriage Certificate(s)
- ☐ Divorce Certificate(s)
- ☐ Military Record(s)
- ☐ Adoption &/or Guardian Records
- ☐ Any name change records
- ☐ Any statements renouncing interest
- ☐ Any sworn statements regarding the decedent's family including statements of paternity and maternity
- ☐ Order(s) requiring payments of child support
- ☐ Affidavit of the probate clerk/specialist that all efforts to locate missing probable heirs or beneficiaries have been exhausted, if applicable
- ☐ Other: _____

BIA ONLY

IIM Account Information

- ☐ Statement describing all income generating activity
- ☐ Copy of decedent's IIM account ledger
- ☐ Balance of Account – DOD
- ☐ Balance of Account – DOS
- ☐ None

Claims

- ☐ Claims of Creditors against the estate
- ☐ All documentation of payment of claims paid prior to probate proceedings
- ☐ Other _____

RIGHTS OF WAY

- ☐ Transmittal Letter to Pacific Regional Director
- ☐ Application Form
- ☐ Supporting Documents for Corporation, Limited Liability Corporation or Partnership as required by 25 CFR §§169, 169.5
- ☐ Consent of Landowner(s) for Permission to Survey and to Grant Right of Way
- ☐ Title Status Report
- ☐ Waiver of Estimate of Value Form (if applicable)
- ☐ NEPA Document
- ☐ Section 106. Request for Comment & Concurrence
- ☐ Grant of Easement for Right of Way Form
- ☐ Map of definite location Context Map (if road project involves multiple tracts)
- ☐ Government Plat
- ☐ Cashier's Check made payable to BIA
- ☐ Summary Date Sheet (if road project involves multiple tracts)
- ☐ Appraisal Report (original)
- ☐ Affidavit of Completion

ELECTRICAL EASEMENTS

- ☐ Transmittal Letter to PRO Director
- ☐ Electrical Easement form supplied by Power Company with signature of Landowner

SALES, EXCHANGES AND CONVEYANCES OF TRUST OR RESTRICTED LANDS

- ☐ Transmittal Letter
- ☐ Application for:
 - Exchange
 - Sale
 - Advertised
 - Negotiated
- ☐ Statement of Finding that a sale will be in the long-range interest of the owners
- ☐ Section 106. Request for Comment & Concurrence
- ☐ Title Report with Abstract of Heirship Findings
- ☐ Irrigation Statement
- ☐ Certificate of Indebtedness
- ☐ Fees and Payments
 - Purchase Payment
 - Cost of Conveyance
 - Irrigation Fees
- ☐ Documentation verifying Tribe was notified of proposed sale
- ☐ Resolution of the Governing Body approving purchase, if sale is to a Tribe.
- ☐ Executed deed, consents to sale or request for patent
- ☐ Maps/Plats
- ☐ Report of Sale of Indian Land (advertised sales only)
- ☐ Highest Bid (advertised sales only)
 - Bid Deposit
- ☐ Documentation verifying purchase price has been collected and deposited into appropriate account
- ☐ Signed Statement of Preference by Grantee (where applicable)

BURNED AREA EMERGENCY REHABILITATION PROJECTS

- ☐ Post Wildfire Assessment by Resource Professionals to determine if burned area requires rehabilitation
- ☐ Prepare BAER Plan
- ☐ Complete NEPA Documentation
- ☐ Tribal Council Resolution
- ☐ Submit to PRO BIA for approval
- ☐ PRO Submits plan to NIFC for approval
- ☐ Transition to ESR Plan implementation
- ☐ Plan Amendments
- ☐ Implement Plan
- ☐ Complete Plan, Accomplishment Reports to PRO BIA

COMMERCIAL PERMITS

- ☐ Approved Commercial Permit Policy by Tribal Resolution and FMP
- ☐ Approved NEPA compliance
- ☐ Approval of Commercial Permit Policy by PRO BIA
- ☐ Request by Tribal Member in good standing
- ☐ Permit Payment Rendered
- ☐ Approval by Tribal Forest Manager
- ☐ Bill for Collection Prepared
- ☐ Bill for Collection Approved by BIA PRO
- ☐ Permit Issued
- ☐ Permittee informed of responsibilities of permit and available areas for use.
 - Map Provided
 - Permit Review with applicant
- ☐ Permit carbon copied to Public Safety / Tribal Police
- ☐ Transportation Off-reservation permit
 - Obtain transportation permit from Public Safety / Hoopa Tribal Police
- ☐ File System to Maintain permit records

FOREST DEVELOPMENT PROJECTS

- ☐ Project must be tiered to an approved Forest Management Plan or a Woodland Management Plan.
- ☐ Project covered under a categorical exclusion, Environmental Assessment, or Environmental Impact Statement.
- ☐ Complete project design and mapping
- ☐ Develop project narrative
- ☐ Prepare a project budget
- ☐ Complete a cost-Benefit analysis for the project
- ☐ Submit project proposal to the Pacific Regional Office for review, ranking, and potential funding. Completed reports must be received by the PRO no later than October 5, 2004.
- ☐ Implement project.
- ☐ Report project accomplishments to BIA PRO

FOREST MANAGEMENT DEDUCTIONS

Timber Sales valued greater than \$5,000

- ☐ Completed Form BIA 5513- Forest Management Deductions
- ☐ Tribal Resolution
- ☐ Transmittal Letter From Tribe to BIA
- ☐ PRO BIA Approval
- ☐ NCA notification of administration of funds
- ☐ FMD Reimbursement Draw Down Request
- ☐ FMD Reimbursement Payment Notification
- ☐ Account Reconciliation
- ☐ FMD Expenditure Report

Timber Sales or Permit Valued less than \$5,000

- ☐ No Deductions Required

FOREST MANAGEMENT INVENTORIES AND PLANS

- ☐ Project Proposal must be tied to Forest Management Plan or Woodland Management Plan
- ☐ Project covered under Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement
- ☐ Complete project design and Mapping
- ☐ Develop project narrative
- ☐ Prepare a project budget
- ☐ Submit project proposal to the Pacific Regional Office (PRO) for review, ranking, and potential funding. Completed reports must be received by the PRO no later than October 5 of each year.
- ☐ Implement Project

Report project accomplishments to BIA PRO

FREE USE PERMITS

- ☐ Approved Policy by Tribal Resolution
- ☐ Approved NEPA compliance
- ☐ Approval By PRO BIA
- ☐ Permittee Categories
 - General Membership Permits
 - Disabled or Senior Citizen Permits
 - Issue Special Tags if Designated Gathers is requested
- ☐ Permit Issued and Approved by Forest Manager
- ☐ Permittee informed of responsibilities of permit and available areas for use
- ☐ Map Provided
- ☐ Responsibilities of Permit Review with applicant
- ☐ Transportation Off-reservation permit
- ☐ File System to Maintain permit records
 - Maintain Records according to Tribal Records Policy

FUELS MANAGEMENT PROJECTS

Projects may include but are not limited to Wildland Urban Interface and Hazardous Fuels Projects.

- ☐ Project must be tied to an approved Fire Management Plan or Forest Management Plan.
- ☐ Project covered under a categorical exclusion, Environmental Assessment, or Environmental Impact Statement.
- ☐ Complete project design and mapping
- ☐ Develop project narrative
- ☐ Prepare a project budget
- ☐ Prepare a project Timeline
- ☐ Obtain Tribal Council Resolution supporting submission of the project.
- ☐ Submit project proposal to the Pacific Regional Office for review, ranking, and potential funding. Completed reports must be received by the PRO February, of each year.
- ☐ Implement project.
- ☐ Report project accomplishments to BIA PRO on the 15th of every month

Required steps for BIA Pacific Regional Office approval of Prescribed Burn Plans.

- ☐ Project must be tiered to an approved Forest Management Plan or a Woodland Management Plan.
- ☐ Project covered under a Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement.
- ☐ Prepare Burn Plan and Needed Maps
- ☐ Complete Complexity Rating
- ☐ Submit plan for Peer Review by Outside Burn Boss Qualified under NWCG as a Burn Boss II or I.
- ☐ Route Burn Plan for Tribal Signatures.
- ☐ Submit completed Burn Plan to the Pacific Regional Office for review, and Approval.
- ☐ Pacific Regional Office Director Approval
- ☐ Implement Prescribed Burns.

Report project accomplishments to BIA PRO no later than 14 days after completion of the burn.

NEPA PROCESS FOR CATEGORICAL EXCLUSIONS (FORESTRY)

- ☐ If you are able to answer **NO** to all of the questions from the BIA Department Manual for Categorical Exclusions a CE may be used to suffice as environmental clearance for human effects to the environment.
- ☐ Each question must be addressed by the individual resource discipline, i.e. a wildlife biologist must provide a response to whether or not a Threatened and Endangered Species may be effected by the project.

If an answer to any of the questions is yes, you must proceed to an EA or EIS according to NEPA Guidelines.

NEPA PROCESS FOR ENVIRONMENTAL ASSESSMENTS (FORESTRY)

Generally most timber sale projects covered by the FMP EA require a separate project EA, which is a much more concise evaluation of the project area and is tiered to the FMP EA for overall guidance of standards and guidelines, mitigation measures, and goals & objectives. If an EIS is required, refer to BIAM supplement 30.

- ☐ Archaeological Survey
- ☐ Botanical Survey
- ☐ Geology Survey
- ☐ Project Initiation Letter
- ☐ Silvicultural Recommendations
- ☐ Transportation Recommendations
- ☐ Completed Proposal
- ☐ Advertisement in Paper
- ☐ Scoping
- ☐ Identification of Issues
- ☐ Mitigation
- ☐ Alternatives
- ☐ Biological Assessment for T&E (Owl & Murrelet)
- ☐ Biological Assessment for T&E (Coho)
- ☐ Biological Opinion from USFWS (if appropriate)
- ☐ Biological Opinion from NMFS (PRO, Sacramento Consultation)
- ☐ SHPO Opinion (BIA Sacramento Consultation)
- ☐ Approval of EA by Tribe and Decision Notice
- ☐ Approval of EA by PRO and Finding of No Significant Impact
- ☐ Posting of Notice of Intent

SECTION 7 OF THE FEDERAL ENDANGERED SPECIES ACT –
CONSULTATION FOR THREATENED AND ENDANGERED SPECIES.
(FORESTRY)

- ☐ **Project Type:** Circle 1: Construction, Prescribed Fire, Forest Management, Road Improvement/construction, Water Development or Diversion, Non-Ground Disturbing/Noise Disturbance only, Research, Non-Ground Disturbing/No Noise Disturbance, Other specify _____.
- ☐ **Tribal Biologist Review:**
- ☐ **Likely Wildlife Determination:**
- No Effect, proceed with No Effect biological review memo. Date memo received: _____. Project can proceed without further Consultation as long as Federal Agency concurs. Date concurrence memo received from action agency, wildlife compliance completed. _____.
 - May Affect, proceed with biologist's input on planning and request that a Biological Evaluation be completed.
 - BE completion date: _____
- ☐ **BE Determination(s):**
- May Affect, Not Likely to Adversely Affect. Proceed with Informal Consultation.
 - May Affect, Is Likely to Adversely Affect. Proceed with Formal Consultation.
- ☐ **Initiate Consultation**
- Transmittal Letter and Date sent to Agency: _____ Date Action Agency Submitted BE for Consultation _____. Additional Information Requests Yes / No Date: _____ Date that Regulatory Agency Initiated Consultation _____.
- ☐ **Biological Opinion**
- Date received: _____ Review Terms and Conditions: _____ and ensure they are met. Initiate project implementation.
- ☐ **Monitoring and Reporting**
- Does the BO's Terms and Conditions require monitoring and/or reporting Yes / No If Yes date report submitted: _____.
- ☐ **Likely Fisheries Determination:**
- No Effect, proceed with No Effect biological review memo. Date memo received: _____. Project can proceed without further Consultation as long as Federal Agency concurs. Date concurrence memo received from action agency, fisheries compliance completed. _____.
 - May Affect, proceed with biologist's input on planning and request that a Biological Evaluation be completed.
 - BE completion date: _____
- ☐ **BE Determination(s):**
- May Affect, Not Likely to Adversely Affect. Proceed with Informal Consultation.
 - May Affect, Is Likely to Adversely Affect. Proceed with Formal Consultation.
- ☐ **Initiate Consultation**

- Transmittal Letter and Date sent to Agency:_____ Date Action Agency Submitted BE for Consultation _____. Additional Information Requests Yes / No Date:_____ Date that Regulatory Agency Initiated Consultation _____.

☐ **Biological Opinion**

- Date received:_____ Review Terms and Conditions:_____ and ensure they are met. Initiate project implementation.

☐ **Monitoring and Reporting**

- Does the BO's Terms and Conditions require monitoring and/or reporting Yes / No If Yes date report submitted: _____.

SECTION 106 OF THE NATIONAL HISTORIC PRESERVATION ACT -
STATE HISTORIC PRESERVATION OFFICE CONSULTATION/TRIBAL
HISTORIC PRESERVATION OFFICE
(FORESTRY)

For Projects that May Affect known or unknown Historic or Cultural Properties

- ☐ Field Review conducted by Qualified Archaeologist or Anthropologist
- ☐ Determination of Effect by Qualified Archaeologist or Anthropologist
- ☐ Report Developed and Forwarded to BIA for review
- ☐ BIA review
 - PRO BIA Archaeological Report
 - Submit to SHPO/THPO for concurrence and determination of effect
- ☐ SHPO/THPO concurrence to BIA – Generally a letter from SHPO to Regional Director
- ☐ PRO BIA approval and notification to Tribe – Letter to Tribe
- ☐ Incorporate into Tribal Project

File SHPO Consultation into appropriate file

SPECIAL ALLOTMENT TIMBER CUTTING PERMIT

- ☐ Letter of Request (LOQ)
- ☐ Title Status Report
- ☐ All requirements as a timber sale contract and NEPA (see timber sale contracts)
- ☐ Power of Attorney
- ☐ Land Department Confirmation (property ownership)
- ☐ EA
- ☐ Silvicultural Prescription
- ☐ Timber Cruise
- ☐ Prospectus
- ☐ Bid Solicitation
- ☐ FOR
- ☐ Appraisal
- ☐ Bid Opening (Fair Market Value)
- ☐ Irrevocable Letter of Credit
- ☐ Liability Insurance (BIA additionally insured)
- ☐ Signed SATCP (Approving Officer)

Logging Requirements (same as HFI obligations)

TIMBER HARVEST INITIATIVE PROJECTS

- ☐ Project Proposal must be tiered to FMP or woodland project
- ☐ Project covered under CE or EA
- ☐ Complete project design and Mapping
- ☐ Develop project narrative and description
- ☐ Prepare project budget
- ☐ Submit proposal to PRO by Oct. 5 of each year for review and approval
- ☐ Implement project
- ☐ Report Project accomplishments to PRO BIA

TIMBER SALES

Timber Sales Projects:

- ☐ Review of Forest Management Plan
- ☐ Stand Examination/Sale
- ☐ Preparation of Silviculture Prescriptions
- ☐ Environmental Assessment (EA)
- ☐ Cruise of the Proposed Sale of Forest Products
- ☐ Complete Field Layout
- ☐ Forest Officer's Report (draft, implement comments and then final)
 - Narrative-description of harvest area*
 - Harvest systems
 - Marking unit boundaries
 - Designation of timber to be cut
 - Method of cruise
 - Sale Area Map
 - Road Work Map (betterment and maintenance)
 - Appraisal- sale requirement, road maintenance and betterment work, fair market value determination and other special provisions to be met by sale.*
- ☐ Completion of Contract Part A (Estimated Volumes, contract clauses)
 - Contract Part B ("B" clauses)
 - Scaling Bureau Agreement
 - Safety Code Section
- ☐ Timber Sale Prospectus
- ☐ Advertisement of Timber Sale
- ☐ Bid Opening
- ☐ Bid Abstract
- ☐ Tribal Council Resolution Approving Timber Sale
- ☐ Signature pages from BIA
- ☐ Prepare folder for appropriate ID-Team representatives
- ☐ Pre-Operations Meeting
- ☐ Winter Operations Plan, where appropriate

Sales Activities:

- ☐ Sale Supervision
- ☐ Logging Plan
- ☐ Payment for Forest Products
 - Bid Bond
 - Irrevocable Letter of Credit
- ☐ General Timber Sale Accounts Information
- ☐ Scaling and Reporting
 - Method of Scale
 - Accountability and Control

- Prepare Sample Bill (Semi-monthly)
- NCA for processing
- Final Bill to BIA
- Third Party scale
- Records
- Daily Scale Sheets
- Scaler Qualifications and Certification
- Check Scale
- ☐ Fire Prevention and Preparedness
- ☐ Contract Closure
 - ID-Team review for FMP compliance (5-Day notice for review of unit)
- ☐ Unit Closure Checklist
- ☐ Closing Timber Sale Contracts and Accounts
- ☐ Timber Sale closure

TRESPASS

- ☐ Report to Tribal Police (TP) or county sheriff
- ☐ TP or sheriff dispatches officer to investigate possible trespass
- ☐ Appropriate Bureau or Tribal staff determines trespass (i.e. amount of MBF, landscape damage, road resource damage, etc.)
- ☐ Information gathered from witnesses or evidence collected
 - Forestry prepares a valuation of the resource and assesses damages, i.e., value of timber plus treble damages per 25 CFR 163.
- ☐ TP or sheriff issues citation with court date to appear at Tribal Court
- ☐ Tribal Attorney prosecutes case
- ☐ Decision by Tribal Official (Judge)

WATERSHED RESTORATION PROJECTS

☐ Watershed Project Area

- Identify watersheds where restoration projects will have the most beneficial effect on improving aquatic and terrestrial habitat.

☐ Project Description

- Detailed descriptions of type watershed restoration project being proposed, its goals and expected results.

☐ Project Methodology

- Detailed description of methodologies to be used to achieve the goals and expected results of the proposed project.

☐ Project Budget

- Project budget which categorizing all cost with completing the proposed project.

☐ Grant Proposal

- Grant proposal submitted to the granting agency containing, watershed project area description, project description, project methodology, and project budget.

☐ Project Report

Project progress and/or completion report submitted to granting agency while work is in progress and at the end of the project

WOODLANDS PROJECTS

- ☐ Project must be tiered to an approved Forest Management or Woodland Management Plan.
- ☐ Project covered under a categorical exclusion, Environmental Assessment, or Environmental Impact Statement.
- ☐ Complete project design and mapping
- ☐ Develop project narrative
- ☐ Prepare a project budget
- ☐ Prepare a project Timeline
- ☐ Submit project proposal to the Pacific Regional Office for review, ranking, and potential funding. Completed reports must be received by the PRO no later than November 1, of each year.
- ☐ Implement project.
- ☐ Report project accomplishments to BIA PRO by November 1 of each year

TRIBAL COURT ACTIONS

- ☐ Where an order of the Tribal Court involves trust assets, income, or resources, the Court is required to provide notice of the order to the Director of the Bureau of Indian Affairs, Pacific Regional Office.

OTHER PROGRAMS

These, and other programs that affect trust programs are incorporated into these checklists.

- ☐ Roads Maintenance
- ☐ Roads Construction
- ☐ Fisheries
- ☐ Water

CRITERIA FOR DETERMINING WHAT CONSTITUTES A TRUST RECORD WHERE SPECIFIC CHECKLISTS DO NOT EXIST

Purpose:

These criteria are intended for use in trust resource programs where specific checklists are not appropriate. These criteria should be used in the absence of a checklist identifying specific program standards. For programs that do not have specific checklists, each BIA trust program guide does have a description of documents that are to be included in funding requests. To reduce the amount duplicate work and to eliminate the need for multiple lists that must be maintained by both BIA and Tribal managers, the Consortium and PRO agree that the following criteria is appropriate in determining which documents that are associated with a program description constitute a trust record for the purpose of implementing the checklist requirement contained in Subpart A of the Consortium/PRO Trust Records Policy.

A trust record is:

1. A master document and any document(s) that are collectively needed to fully describe the trust action.
2. The documents described under No. 1. do not include budgets, personnel or other records that are not required for approval of a trust transaction unless they are otherwise required by federal law or regulation.

Application:

The PRO and Consortium will apply the criteria described above to trust program descriptions and identify each trust document with a “T”, which indicates a specific document as a required trust record to be properly maintained and protected by the PRO and the Tribe.

IRRIGATION OPERATION & MAINTENANCE PROPOSAL OVERVIEW

- ☐ Brief Project Description ^T
*Identify Applicable Category(s)**
 - Ditch/pip cleaning (removal/trimming of roots, tress, brush)
 - Lateral/standpipe repair/replacement
 - Gate valves/alfalfa valves repair/replacement/painting
 - Flood damage repair
 - Pumping plan repair/replacement
 - Electric lines repairs/replacement/trees trimming
 - Other Work
- ☐ Labor Costs
- ☐ Equipment Costs
- ☐ Materials Needed and Associated Costs
- ☐ Total Cost of Project

** Combine all Total Project Costs within each category, and list this total on the Irrigation Deferred Maintenance Assessment Form.*

MINERAL ASSESSMENT PROPOSAL OVERVIEW

Mandatory Elements of the Request

- ❑ **TRIBAL RESOLUTION ^T**
 - Authorizing the mineral assessment proposal.
 - Description of commodity to be studied
 - Statement that tribe is willing to consider development of mineral resources discovered
 - Statement describing how the Tribe prefers to have its mineral program conducted (i.e. in house staff, private contractor, federal agency, etc.)
 - Statement that Tribe will consider public release of information obtained from the assessment study.
- ❑ **ASSESSMENT PROPOSAL ^T**
 - Introduction – a short summary of the proposal
 - Proposal Justification – describe in detail the planned activities, and why the Tribe needs the proposed mineral assessment.
 - Geotechnical Description – describing the geology, structure, and lithology of the project area, if possible.
 - Exploration Plan – indicate project location, providing a map. Also, describe the exploration plans and justify a particular method of survey.
 - Deliverable Products – list all deliverable products that proposed funding will generate.
 - References – if applicable.
- ❑ **BUDGET ESTIMATE**
 - Personnel costs
 - Travel expenses
 - Data collection and analysis costs
 - Miscellaneous expenses

NOXIOUS WEED MANAGEMENT PROJECT PROPOSAL OVERVIEW

- ☐ Tribal Resolution ^T
- ☐ Project Description ^T (which includes the following information)
 - Cooperative Projects
 - Provide a narrative description of the cooperative nature of the project
 - Priority Noxious Weeds
 - Identification and description of the weeds being treated
 - Project Area Delineation
 - Provide accurate acreage calculations, along with a description of how acreage was determined. Also provide any available maps or aerial photos of the project site.
 - Method of Control
 - Narrative of how the noxious weeds will be controlled.
 - New Invaders vs. Established Noxious Weeds
 - Narrative of the seriousness of the problem, describing whether or not the weed can be considered a “new invader”.
 - Location/Land Use
 - Description of where the weeds are located, and what this area is primarily used for.
 - Quality Assurance
 - Narrative of how the project will be monitored, focusing specifically on the 7 quality assurance measures:
 - Monitoring Plans
 - Environmental Documentation
 - Daily Logs
 - Pesticide Use Proposals (PUPs)
 - Annual Report
 - Applicator Certification
 - Spreadsheets
 - Project Ownership Support
 - Narrative of how the Tribe will attempt to control the movement of noxious weed seeds through ordinances, quarantines, training, etc.
- ☐ Cost-Share
 - Provide a narrative description of the projects cost-share. Minimum cost share requirement is 50/50.

WATER RESOURCES FUNDING PROPOSAL OVERVIEW

Proposals should be 3-5 pages in length, and should include the following information:

- ☐ Tribal Resolution ^T
- ☐ Project Title and Description ^T
 - Background Summary of Existing Water Resources or Water Rights
 - Water Issues
 - Current Status
 - Future Needs
- ☐ Amount of Funding Requested
 - Purpose of the funds
- ☐ Budget Summary
 - Minimum funding needs identified and clearly articulated in this section
- ☐ Completed “Water Management Planning & Development Information Sheet”

WATER RIGHTS LITIGATION/NEGOTIATION FUNDING PROPOSAL OVERVIEW

Proposals should be 3-5 pages in length, and should include the following information:

- ☐ Tribal Resolution ^T
 - Background Summary of Existing Water Resources or Water Rights
 - Water Issues
 - Current Status
 - Future Needs
- ☐ Project Title and Description ^T
- ☐ Amount of Funding Requested
 - Purpose of the funds
- ☐ Budget Summary
 - Minimum funding needs identified and clearly articulated in this section
- ☐ Completed “Water Rights Litigation/Negotiation Information Sheet”